



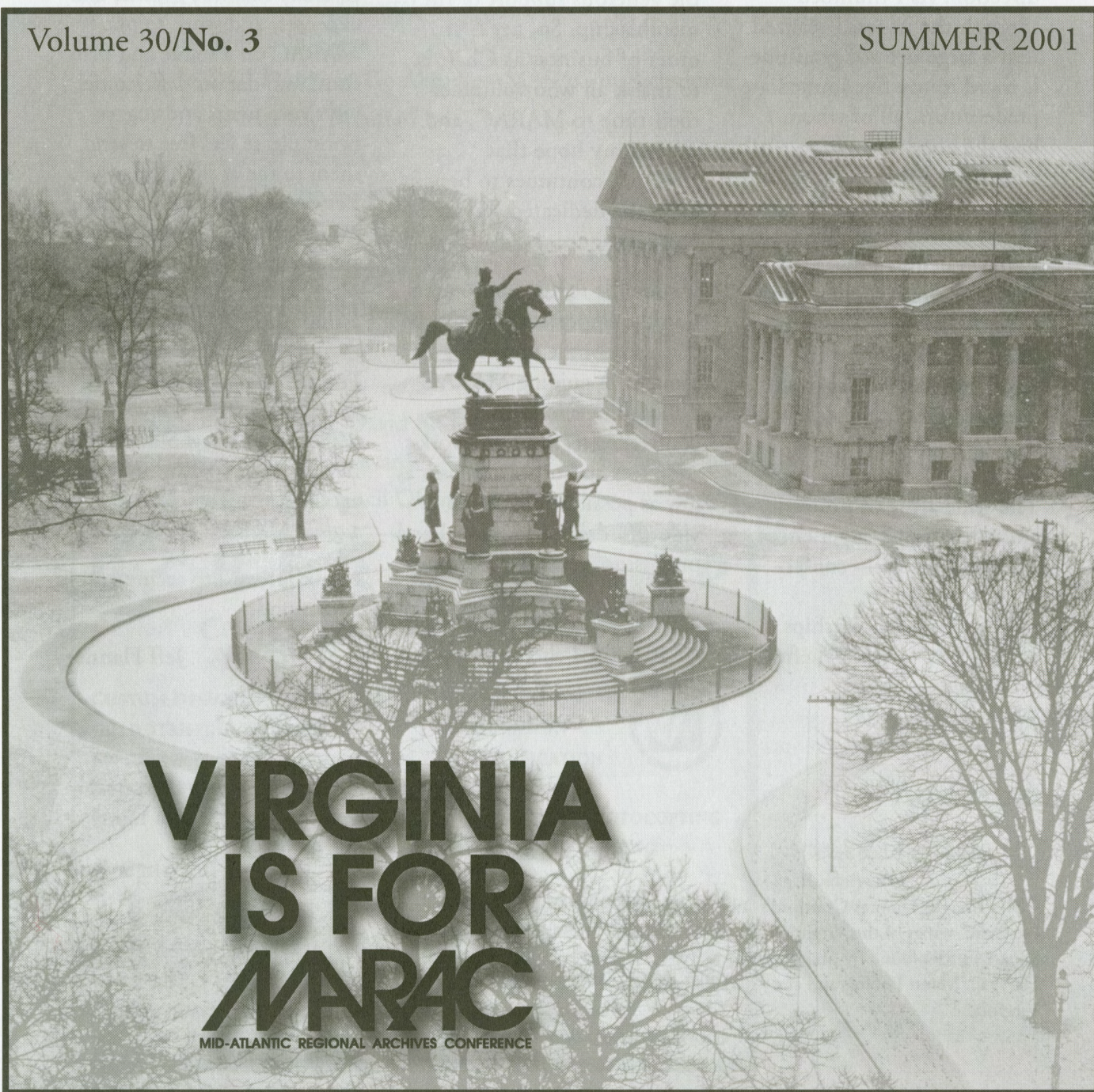
MID-ATLANTIC REGIONAL ARCHIVES CONFERENCE

# MID-ATLANTIC ARCHIVIST

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SUMMER 2001



## VIRGINIA IS FOR MARAC

MID-ATLANTIC REGIONAL ARCHIVES CONFERENCE



## From The Chair

When I was notified of my election as Chair of MARAC, I took the opportunity to peruse some of my old newsletters, in order to gain a better understanding of our organization's history and direction. As I thumbed through the issues, I realized that a large debt of gratitude is owed to my five immediate predecessors, all of whom I had the good fortune to work with since I first became an active member in 1991. Jim Byers, Janet Linde, Fynnette Eaton, Lucious Edwards and Karl Niederer grappled with complicated, sometimes vexing issues in the past ten years, but still managed to keep MARAC on course through their dedication, hard work, humor and intelligence. The wide array of professional and educational experiences MARAC offers — conferences, workshops, publications, scholarships, and awards — is a benefit of

membership that enables us to develop our professional skills. Of course, Jim, Janet, Fynnette, Lucious and Karl would be the first to say that they did not accomplish anything alone; that they enjoyed the generous support of the membership. So, my first order of business as Chair is to thank all who volunteer their time to MARAC, and to express my hope that MARAC continues to benefit from the dedicated service of our colleagues.

I would be remiss not to mention the important issues to be discussed in the upcoming months. A guiding MARAC philosophy is to keep dues, conference registration, workshop fees and other expenses as low as possible in order to provide affordable educational and professional experiences, especially for archivists just starting a career. However, rising hotel costs, limited choice of venues

and declining attendance at recent meetings have created concern about our fiscal future. Success in Philadelphia may signal a change, but in upcoming Steering Committee and Business Meetings we must carefully examine income and expenses, and work to put MARAC on a stable and firm fiscal foundation. I welcome your comments and suggestions; please feel free to send them to me at [jfla@loc.gov](mailto:jfla@loc.gov). Better yet, come to Richmond in October and tell me in person. Richmond is a wonderful place, full of exciting and interesting places and people, and the Local Arrangements and Program Committees led by Jodie Koste, Tom Crew, Linda Miller and Cheryl Stadel-Bevans are preparing an excellent conference, sure to be a great MARAC experience.

I look forward to seeing you in Richmond.

Jeff Flannery

**Cover image:** Thomas Crawford's "old" statue of George Washington admires the "new" wings of the Virginia state capitol building in this image of Capitol Square in Richmond by photographer Harry C. Mann, ca. 1906. From the Harry C. Mann Photograph and Glass-Plate Negative Collection, Library of Virginia.

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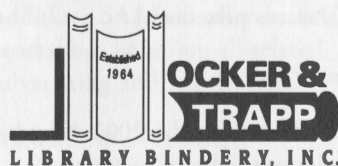
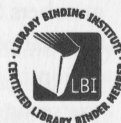
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## Steering Committee Summary — Spring 2001

*May 3, Philadelphia, PA*

The meeting was called to order at 6:40. Minutes from the Winter meeting were approved.

### CHAIR

The Ad Hoc Committee on Contract Review reported on bids received from three management companies. Proposed pricing and services, transition issues and the impact on the MARAC budget were discussed at length. Two major points emerged: first, the actual cost of membership services is twice the current dues rate; and second, conference income has been inconsistent due to hotel contract issues. Steering Committee must continue to scrutinize services, delivery mechanisms and costs, and to consider possible changes. The motion was made and seconded to renew the contract with Kimball & Associates for one year with the Ad Hoc Committee to review all options discussed. The motion was approved.

The \$2,000 Endowment Challenge Grant was matched and surpassed. The resulting fund will be called the MARAC Educational Endowment Fund, established in memory of Arthur Breton and Bro. Denis Sennett. These monies cannot be used for operations. The role of the Special Committee for Development committee was discussed.

### VICE CHAIR & MEETINGS COORDINATING COMMITTEE (MCC)

MARAC's profit from the Cleveland meeting was \$4,157.67. More than 300 people registered for the Philadelphia conference.

Jodie Coste and Tom Crew, Local Arrangement Committee (LAC) for the fall meeting in Richmond, presented

their budget. Registration will be \$60; the room rate will be \$99. SAA will offer an EAD workshop, and the Society of North Carolina Archivists will be invited to attend.

Committee work is well underway for Spring 2002 in Towson, MD. For the Fall 2002 meeting in Poughkeepsie, NY, MARAC and the New England Archivists have signed a contract with the Grand Hotel. MCC is considering two NJ sites for Spring 2003: Atlantic City and Trenton. The Fall 2003 meeting may be held in Gettysburg, PA.

A few significant changes helped lower the cost of the Philadelphia meeting program. A single membership mailing took place several months before the conference; the program itself was designed as a reusable template for future programs; and most programs were mailed at bulk rate. The 1999 Conference Policy Manual will be revised to include increased fees for vendor tables, ads and sponsorships.

MCC will add a few survey questions to the next membership renewal form to gather ideas for restructuring MARAC meetings. After lengthy discussion about membership and registration fees, the motion was made to charge non-members \$35 over the member registration rate, with a YES/NO option to join MARAC. The motion was seconded and approved.

### TREASURER

Second quarter income came from dues, publication sales, bank interest, conference income, contributions and T-shirt sales; expenses from tax and audit fees, K&A management fees, treasurer's postage and filing fees for state sales tax exemption applications, MAA publishing and

postage, and Spring 2001 conference program and hotel costs.

The reserve was decreased \$10,000 to cover operating expenses. Profit from the Cleveland meeting was reported. The annual audit was held on October 3, 2000. Judy Thorne has volunteered to look into bonding the treasurer. MARAC's IRS tax returns were completed and sent. The check/database set-up with K&A continues to work well. Steering Committee members were cautioned to avoid excessive expenses. The matching funds from the Steering Committee for the Educational Endowment Fund are currently in the money market account.

MARAC has sales tax exemptions in MD, NJ, NY, VA and WV, and has appealed negative rulings in DC and PA. Both re-examinations are pending.

### ARCHIVIST

The MARAC Archives left McKeldin Library in January to move to the renovated Hornbake Library, University of Maryland. A revised and updated guide was successfully loaded on MARAC's website.

### COMMITTEE REPORTS

#### *Finding Aid Awards*

Brian Keough was selected as the new committee chair. Six print and eight electronic submissions were judged in two categories: collections guides and individual collection finding aids. Winners were announced. [See the Business Meeting Minutes for the full listing of Awards presented.]

#### *Custer Awards*

Solicitation for the 2001 Awards is underway. Journal, newsletter,

SEE STEERING COMMITTEE ON PAGE 3



## STEERING COMMITTEE FROM PAGE 2

magazine or other professional articles are especially encouraged. [See the Business Meeting Minutes for the full listing of Awards presented.]

*Development*

The Committee met in April to explore several interconnected topics. More research will be conducted on the various options for investing and increasing the endowment, but in general, donations will be encouraged, investments will be conservative, principle must reach a pre-specified level before any money is dispersed, and the fund should be publicized among the membership. The fund will be used for educational purposes, and as the base principle grows, other educational uses like attending workshops and seminars or offering co-sponsored workshops may be considered.

The Committee will include members from Finance, Education, Membership and Meetings Coordinating Committees, plus four at-large members. Working mainly in an advisory capacity, the Committee will concentrate on internal development, though external development — soliciting funds from outside sources — will also be considered.

*Education*

All five Philadelphia workshops had sufficient enrollment. Four workshops will be offered in Richmond, covering MARC, records management, A/V preservation, and basic conservation. In addition, SAA will offer its EAD workshop, handling all related advertising and registration.

*Membership Development*

Total membership was reported at 1,078: 964 regular and 114 student/

retired. In the last quarter, 54 new members have joined.

The membership brochure was printed in mid-February and used in two recruitment campaigns in March and April. The first targeted the 368 SAA members in our region who are not MARAC members. The second — the annual recruitment drive — was directed at graduate programs in library/information science, archival administration and public history.

*Nominations and Elections*

Results of the 2001 election were announced. [See page 15 for a full listing of new officers and committee chairs, with contact information.]

*Outreach*

Service Award recipients were announced. [See the Business Meeting Minutes for the full listing of Awards presented.]

*Publications*

Year-to-date publications sales figures and hits on the thriving MARAC website were announced.

Upcoming Technical Leaflets include Frank Serene's piece on Archives and the American Disabilities Act and Sharon Pullen's leaflet on Archives Week Celebrations. A Technical Leaflet on Disaster Planning is underway.

Design and printing of the *MAA* by Communications By Design is working well. Long-time ad editor Bruce Abrams has resigned. It is hoped that a new ad editor will develop new strategies involving the website, vendors and MARAC's non-profit status.

**The Federal Information and Records Managers Council (FIRM)**

FIRM met with its Professional Association Liaisons (PALS) in

February to discuss Department of Defense requirements for accessibility and interoperability of electronic records management (RM) systems; a strategic plan to incorporate XML into RM practices; and performance objectives and metrics for internal RM and public access.

**NATIONAL COORDINATING COMMITTEE FOR THE PROMOTION OF HISTORY**

Jim Byers submitted a letter to Chairman Istook requesting restoration of NHPRC funding.

**STATE CAUCUS REPORTS**

[See State and Local News for a full accounting]

**OLD BUSINESS**

The status of MAC's NHPRC proposal for Professional Development workshops questioned. Jim Byers will follow up and report back.

Jim Cassidy requested suggestions for a catchy URL for the website.

**NEW BUSINESS**

It was suggested that MARAC protest the closing of the Smithsonian's Conservation Research Center and Conservation Analytical Lab. Tom Connors, Gary Saretzky and Jeff Flannery will compose a letter.

Jim Byers thanked Steering Committee members for their support over the past two years.

Danna Bell-Russel requested comments on SAA's guidelines on Masters of Archival Studies.

The next Steering Committee meeting will take place either July 13th or 27th at the Maryland Historical Society.

The motion to adjourn was made, seconded and approved.



# Treasurer's Report, Fiscal Year 2001

January 1, 2001–March 31, 2001

Category	Budget	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Total	% of Budget	2000 Actual
<b>REVENUE AND SUPPORT</b>								
Membership Dues	\$40,000.00	\$4,352.00	\$3,175.00	\$0.00	\$0.00	\$7,527.00	19%	\$45,503.00
Publications Sales	\$1,500.00	\$71.45	\$256.00	\$0.00	\$0.00	\$327.45	22%	\$767.81
Pub. Advertising	\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$926.00
Bank Interest	\$5,000.00	\$350.98	\$331.90	\$0.00	\$0.00	\$682.88	14%	\$4,208.34
Conferences	\$4,875.00	\$1,100.00	\$13,603.67	\$0.00	\$0.00	\$14,703.67	302%	\$50,520.37
Mailing List Sales	\$800.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$60.00
Contributions	\$2,000.00	\$9.00	\$1,620.00	\$0.00	\$0.00	\$1,629.00	81%	\$470.00
Miscellaneous	\$100.00	\$25.70	\$28.00	\$0.00	\$0.00	\$53.70	54%	\$7.00
<b>Total Revenue - Support</b>	<b>\$56,275.00</b>	<b>\$5,909.13</b>	<b>\$19,014.57</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$24,923.70</b>	<b>44%</b>	<b>\$102,462.52</b>
<b>EXPENSES</b>								
General	\$1,120.00	\$75.00	\$1,297.98	\$0.00	\$0.00	\$1,372.98	123%	\$1,675.43
Administrator	\$30,635.00	\$7,673.21	\$7,792.19	\$0.00	\$0.00	\$15,465.40	50%	\$40,309.98
Treasurer	\$2,300.00	\$58.13	\$3,459.65	\$0.00	\$0.00	\$3,517.78	153%	\$2,653.99
State Caucuses	\$690.00	\$10.41	\$54.75	\$0.00	\$0.00	\$65.16	9%	\$602.04
Committees	\$3,180.00	\$0.00	\$1,052.31	\$0.00	\$0.00	\$1,052.31	33%	\$4,916.61
Publications	\$15,400.00	\$3,272.83	\$7,335.74	\$0.00	\$0.00	\$10,608.57	69%	\$16,289.33
MARAC Archivist	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$500.00
Awards	\$750.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$500.00
Conference Expenses	\$2,000.00	\$1,625.00	\$5,454.34	\$0.00	\$0.00	\$7,079.34	354%	\$54,965.67
MARAC Scholarship	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$1,755.00
Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%	\$0.00
<b>Total Expenses</b>	<b>\$56,575.00</b>	<b>\$12,714.58</b>	<b>\$26,446.96</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$39,161.54</b>	<b>69%</b>	<b>\$124,168.05</b>
<b>NET INCOME or (L)</b>	<b>(\$300.00)</b>	<b>(\$6,805.45)</b>	<b>(\$7,432.39)</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>(\$14,237.84)</b>		

## SUMMARY - SECOND QUARTER FY 2001

		FUND	OPENING	CREDITS	DEBITS	CLOSING
Opening Balance	\$104,415.49	Current	\$23,810.79	\$27,394.57	(\$26,446.96)	\$24,758.40
Income	\$29,014.57	Endowment	\$23,604.70	\$1,620.00		\$25,224.70
Expenses	(\$36,446.96)	Reserve	\$57,000.00		(\$10,000.00)	\$47,000.00
Closing Balance	\$96,983.10	Totals	\$104,415.49	\$29,014.57	(\$36,446.96)	\$96,983.10

## Cash Accounts

Checking Accts.:	\$14,807.50
Savings Accts.:	\$49,175.60
Cert. of Deposit:	\$33,000.00
<b>Total</b>	<b>\$96,983.10</b>

## WANTED: Your Opinion on MARAC Meetings

The Meetings Coordinating Committee (MCC) is exploring our membership's feeling towards twice-a-year meetings, to find out why people attend, or do not attend, MARAC meetings. To create and offer the best possible conference experience, we need your input.

This Fall, your annual membership

renewal form will include a few simple questions at the bottom. Please take a moment to complete this quick and easy survey. When your renewal form arrives at Kimball & Associates, the survey portion will be removed and sent to MCC for tabulation. Please note that we are not requesting personal information; your anonymity is assured and only aggregate data

will be considered by MCC. Additional comments in response to specific questions are also welcome.

Your feedback will help immensely as we plan our strategy for MARAC's future, and we thank you for your cooperation.

— James Stimpert



## Welcome New Members!

Barbara Addison,  
*Swarthmore College Peace Collection*  
 April Aguillard,  
*Presbyterian Historical Society*  
 Jennifer Ambrose,  
*Library Company of Philadelphia*  
 John Ansley, *Marist College*  
 Linda Avetta,  
*PA Historical & Museum Commission*  
 Sherri Bagley, *Library of Virginia*  
 Louisa Bann, *Tiffany & Co.*  
 Peter Bielak Sr.,  
*National Capital Area Scout Museum*  
 Martha Bourne M.M.,  
*Maryknoll Mission Archives*  
 Renee Braden,  
*National Geographic Society*  
 Clare Bunce,  
*Cold Spring Harbor Laboratory*  
 Cynthia Caldwell,  
*DE Public Archives*  
 Stuart Campbell,  
*American Baptist Historical Society*  
 Gwynedd Cannan, *Trinity Church*  
 Julia Canonica,  
*DE County Historical Society*  
 Wendy Chmielewski,  
*Swarthmore College Peace Collection*  
 Susan Chute, *NY Public Library for  
 the Performing Arts*  
 Mary Ann Coyle,  
*The Balch Institute*  
 Brother Kevin Dargan,  
*Maryknoll Mission Archives*  
 Adrianna Del Collo,  
*Philadelphia Museum of Art*  
 Lisa DePalo, *Passaic Public Library*  
 Shelley Diamond,  
*JP Morgan Chase Archives*  
 Graham Dozier,  
*Virginia Historical Society*  
 Sharalee Falzerano,  
*Westchester County Archives*  
 Roy Felshin  
 Jennifer Fulton, *The Winthrop Group*  
 Father Walter Gagne SA, *Friars of  
 the Atonement Archives/Record Ctr.*

Theresa Gamble,  
*Erie Insurance Group*  
 Laura Gilmour, *VA Historical Society*  
 Christopher Gratzel,  
*Westchester County Archives*  
 Tabitha Groh,  
*University of DE Library*  
 Gano Haley, *St. Anthony Archives*  
 Faye Haskins, *DC Public Library*  
 Yasmin Haug,  
*Brooklyn College Library*  
 Ruth Hodge, *PA State Archives*  
 Thomas Horrocks,  
*Harvard University*  
 Leslie Hunt, *Historical Society of PA*  
 Suni Johnson, *Lovely Lane Museum*  
 Lois Kauffman, *NY Junior League*  
 Christian Kelleher,  
*History Associates, Inc.*  
 Danielle Kovacs,  
*Cold Spring Harbor Laboratory*  
 Marianne LaBatto, *Brooklyn College*  
 Mark Lamb, *VA Historical Society*  
 Ellen Lefebvre, *Beaver College*  
 Kevin Lynch, *University of MD*  
 Matthew Lyons,  
*Historical Society of PA*  
 Kristine Marconi,  
*Princeton University*  
 Elaine Massena,  
*Westchester County Archives*  
 Ramah McKay,  
*Cold Spring Harbor Laboratory*  
 Pamela Murray  
 Idelle Nissila-Stone,  
*The Ford Foundation*  
 Daniel Noonan,  
*NJIT Van Houton Library*  
 Peggy Norris,  
*Ridgewood Public Library*  
 Patricia O'Donnell,  
*Friends Historical Library,  
 Swarthmore College*  
 Frederic Pachman,  
*Monmouth Medical Center*  
 Harry Parker, *PA State Archives*  
 Ronald Patkus, *Vassar College*

Barbara Paulson, *National  
 Endowment for the Humanities*  
 Steven Peitzman MD,  
*Medical College of PA Hospital*  
 Michael Plunkett,  
*University of VA Library*  
 Mila Pollock,  
*Cold Spring Harbor Laboratory*  
 John Powell, *Wolfgram Memorial  
 Library, Widener University*  
 James Quigel, *PA State University*  
 Sean Quimby,  
*Hagley Museum & Library*  
 Carol Radovich,  
*Rockefeller Archive Center*  
 Meena Rajan, *Historical Society of PA*  
 Ann Ranieri, *Beaver College*  
 Diane Rofini,  
*Chester County Historical Society*  
 Diana Rohrbach,  
*PA General Assembly*  
 Kenneth Ross,  
*Presbyterian Historical Society*  
 Cindy Sauer  
 Hunt Schenkel,  
*The Schwenfelder Library*  
 Ken Schlessinger, *NARA*  
 Kathleen Schultz,  
*Rockefeller Archive Center*  
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*Masonic Library & Museum of PA*  
 Miriam Solomon,  
*Essex County Park System*  
 Mindy Steinberg,  
*Historical Society of PA*  
 Anna Stullken  
 George Tselos, *Statue of Liberty NM*  
 Sarah Wagner  
 Susan Watson, *The American Red Cross*  
 Sarah Weatherwax,  
*Library Company of Philadelphia*  
 Carolyn Weigel, *Ursinus College*  
 Steven Wheeler,  
*New York Stock Exchange, Inc.*  
 Mary Williard, *Bucknell University*  
 Laurie Zierer, *PA Humanities Council*



## The MARAC Film Festival wants your footage!

Sure to be a highlight of MARAC's Fall 2000/1 Conference, the film festival will be held at the Richmond Omni Hotel on Friday, October 26th following the reception.

Videos must not exceed 7 minutes, including introductory remarks by the presenter. Entries with a Halloween or general fright theme (comic or serious) are appreciated, but other footage will be accepted.

**Submission forms must be faxed or postmarked by 9/15/01 to:**

Alison L. Oswald, Archivist, Archives Center, Room C340, National Museum of American History, Smithsonian Institution, Washington, DC 20560-0601 Phone: 202-357-3780 fax: 202-786-2453; or oswalda@nmah.si.edu

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### Fall 2001 MARAC Film Festival Video Submission Form

---

FIRST NAME / LAST NAME

---

INSTITUTION

---

ADDRESS

---

CITY / STATE / ZIP CODE

---

TELEPHONE / FAX / E-MAIL

**VIDEO (NTSC and 1/2" only)**

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DURATION

DATE

SOUND/SILENT

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TITLE

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PRODUCER

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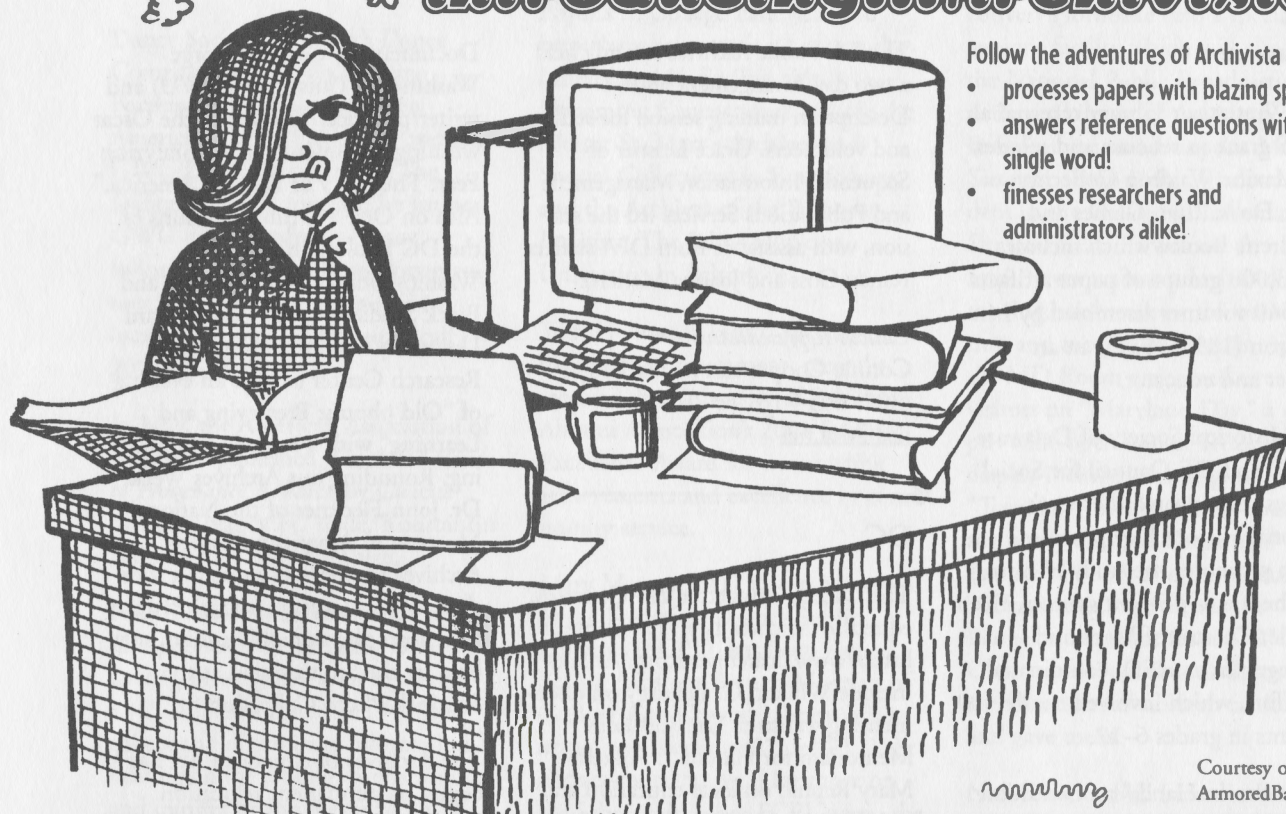
SUBJECT/DESCRIPTION

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# Introducing...Archivista!

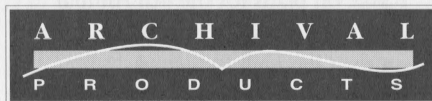


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## State And Local News

### Delaware

The Winterthur Library received an IMLS grant to rehouse and reindex the Maxine Waldron Collection of Paper Dolls, Toys, Games and Children's Books, which includes over 3,000 groups of paper artifacts and 540 volumes assembled by Mrs. Waldron (1898–1982), an art teacher and educator.

The Historical Society of Delaware (HSD) and DE Council for Social Studies cosponsored the state's National History Day program, which promotes the study of history and the use of primary sources. Ellen Rendle, Curator of Maps and Photographs at HSD, coordinated the effort, which involved nearly 400 students in grades 6–12.

"With Pen In Hand," a new exhibit in HSD's Willingtown Square Gallery features highlights from the Morse Autograph Collection. Developed in the 1920s and 1930s, the collection includes autographs and documents from over 500 Delawareans involved in politics, government and the Revolutionary War. The exhibit runs through Sept. 21.

Congratulation to Lee Ann Dean, recently named Research Director for the Frank E. Schoonover Fund, Inc., a non-profit dedicated to research and publication of the work of artist and illustrator Schoonover.

In August, the Special Collections Gallery of Morris Library, University of DE, will open "Picturing Delaware: Maps and Illustrations of the First State," an exhibit that shows the state in the works of artists, photographers and cartographers. Check <http://www.lib.udel.edu/ud/spec> for a web version of the exhibit.

The DE Public Archives recently held a two day Arrangement and Description training session for staff and volunteers. Grace Lessner of Sequential Information Management and Publications Services led the session, with assistance from DPA staffers Randy Goss and Joanne Mattern.

#### *Caucus Representative*

Connie Cooper can be reached at (302) 655-7161 or [hsd@dca.net](mailto:hsd@dca.net)

### DC

The Caucus newsletter *The Quarterly*, edited by Michele Lee, is available at <http://www.dcarchivists.org>. Articles include William G. LeFurgy on documenting websites; Dr. Rod Ross' Memorial for Harold T. Pinkett; Mary Rephlo on local education and training opportunities; Kristine L. Kaske on plans for the 4th Annual Archives Fair; and Jason Weishaupt on the Goodwill Industries International Archives.

Upcoming Caucus tours include July's visit to the National Museum of American History's Archives Center, online at <http://www.americanhistory.si.edu/archives/ac-i.htm>. Cruise ship advertisements from the Center's Warshaw Collection of Business Americana were featured in *Smithsonian Magazine's* June 2001 issue, available at <http://www.smithsonianmag.si.edu/journeys/01/jun01/destinations.html>.

In September, look for the Caucus-sponsored teacher's workshop "Archival Research: Strategies and Techniques," to be led by Susan McElrath and colleagues.

Archives Week 2001 is in the works! The Oct. 11 Archives Fair features Nina Gilden Seavey of the

Documentary Center, George Washington University (GWU) and writer/producer/director of the Oscar winning documentary, "A Paralyzing Fear: The Story of Polio in America." Also on Oct. 11, three divisions of the DC Public Library — Washingtoniana, Art & Music and Black Studies — will join Howard University's Moorland-Spingarn Research Center to host an evening of "Old photos: Preserving and Learning" with a reception following. Rounding out Archives Week, Dr. John Fleckner of the National Museum of American History Archives Center will present a slide show of images from a local African-American photographic studio, now held by the Smithsonian as the Scurlock Photo Collection.

The Archives of American Art has begun its permanent relocation. Offices and a research center have shifted to 750 9th Street NW, Suite 2200. In mid-August, collections will follow; this move is expected to take six weeks. Questions may be directed to 202-275-1951.

Maryellen Trautman, NARA Government Publications Librarian, recently received the 7th Government Document Round Table Founders Award at the American Library Association's annual meeting in San Francisco.

In April, Maida Loescher retired from NARA, and new Director of Preservation Programs, Doris A. Hamburg, began.

The exhibit "Shall We Dance? Selections from the Dance Archives of the Greater Washington Region," on display through December, features photographs, costumes, posters and manuscripts from the Spanish

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## STATE AND LOCAL NEWS FROM PAGE 8

Dance Society, St. Mark's Dance Company and Studio, Moving Forward Contemporary Asian American Dance Company, and the GWU Dance Department. The Dance Archives, founded by former GWU dance professor Nancy Johnson in 1993, collects documentary heritage materials related to local dance. For information, call 202-994-7549.

In May, the American Association of Museums published *The AAM Guide to Provenance Research* by Caucus member Nancy H. Yeide, Konstantin Akinsha and Amy L. Walsh.

NARA has announced 26 new microfilm publications including *OSS Art Looting Investigation Unit Reports, 1945-46*. Established in 1944 "to collect and disseminate information bearing on the looting, confiscation, and transfer by the enemy of art properties in Europe," the short-lived unit worked closely with US and Allied organizations to identify and recover stolen cultural property. These reports are indispensable to those currently engaged in art provenance and claims research. The microfilm publication M1782 is available at NARA's DC, College Park and regional facilities, and for purchase. To order, call 800-234-8861 or 301-713-6800 in DC. NARA's 2001 microfilm publications are listed online at <http://www.nara.gov/yr2001mp.html>.

#### Caucus Representative

Jim Cassidy can be reached at (301) 713-7110 x 258 or [james.cassedy@arch2.nara.govDC](mailto:james.cassedy@arch2.nara.govDC)

### Maryland

In June, Joe Anderson, Assistant Director & Head, and Katherine A. Hayes, Assistant Archivist, led the Caucus on a tour of the Niels Bohr

Library of the American Institute of Physics in College Park. Click to <http://www.aip.org> for more on the Library and its finding aids. Upcoming Caucus tours include the Mount St. Mary's Archives and Special Collections in Emmitsburg, and the Archives of the Peabody Institute, The Johns Hopkins University, in Baltimore.

Tom Hollowak, Head, Special Collections Department, recently received the University of Baltimore Alumni Association's 2001 Spirit of Excellence Award for outstanding achievements and excellence in community service.

Mary Mannix, MD Room Manager of the Frederick County Public Libraries (FCPL), has been named Acting Assistant Branch Manager of C. Burr Artz Central Library. Visit [http://www.fcpl.org/01\\_inf/01\\_1\\_branches/cburrartz.html](http://www.fcpl.org/01_inf/01_1_branches/cburrartz.html) for more on the Library. In other FCPL news, the Libraries' book cart drill team, the Dewey Decimal Dancers, won best overall at Thurmont's 250th Anniversary Parade. The team previously rolled off with the grand prize at Frederick's "In the Street" Parade. The team's six decorated carts represent library services, such as Reference, Children's Services, Extension Services, Local History, Special Collections and Archives, and the MD Room.

In February, the new MD Room in Hornbake Library, University of MD, opened as the public service point for the departments of Archives & Manuscripts, Marylandia & Rare Books, and the National Trust for Historic Preservation Library Collection. The renovations include a glass-walled exhibit gallery, expanded office and processing space, consolidated collection storage areas, and relocation of the Katherine Anne Porter Room. The opening marked the completion of

one phase in a multi-year project to convert Hornbake into a special collections facility which will also house the National Public Broadcasting Archives/Library of American Broadcasting and Nonprint Media Services. Susan Keller, graduate student in the College of Information Studies, created a website at <http://www.wam.umd.edu/~skeller1/moving.html> to show the construction and moving process. In April, the MD Room welcomed over 300 visitors on "Maryland Day," a campus-wide open house. Treasures on display included the original "Testudo" (the University's mascot); the newly restored Carpenters' Banner of 1835; and numerous rare books, including a Benjamin Banneker Almanac from 1795. Other special collections departments mounted tabletop exhibits and gave tours.

Next year Goodwill Industries celebrates its Centennial, and the institution's International Archives in Bethesda recently provided material and research for a PBS documentary. Visit online at <http://www.goodwill.org>

For June's Alumni Weekend, Mount Saint Mary's Archives presented an exhibit on the Mount at the turn of the Century. The exhibit will appear on the Archives' website this summer.

#### Caucus Representative

Mary Mannix can be reached at (301) 631-3764 or [mm0028@mail.pratt.lib.md.us](mailto:mm0028@mail.pratt.lib.md.us)

### New Jersey

The Caucus has big plans for the Fall. In October, a series of teacher workshops on the use of primary sources and cooperative efforts between schools and historic sites will be presented at Seton Hall University,

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## STATE AND LOCAL NEWS FROM PAGE 9

Monmouth County Library, Drew University and the NJ State Archives. Also in October, Monmouth County Library will host Archives and History Day with tabletop exhibits by more than 50 historical organizations; a keynote address by Dr. Marc Mappen, Director of the NJ Historical Commission; a dramatic presentation by "Molly Pitcher," in conjunction with a month long exhibit in the library; an internet genealogy workshop; and a symposium, "Collecting Local History: Resources and Case Studies." In November, a full-day workshop "Collecting and Interpreting Archival Materials" geared to local historical societies and ethnic or minority organizations will be held at the State Archives. Look for MARAC members among the speakers.

The Jewish Historical Society of Central Jersey has mounted an exhibit, "The Jewish Community of Perth Amboy," which includes photographs of Jewish places of business, items for sale, and shopkeepers, as well as documents from the Sholom Aleichem Folkshul, bankbooks and minute books from the Perth Amboy Workman's Circle Branch 95. For information, contact Rachel Weintraub at 732-249-4894 or [jhscj@cs.com](mailto:jhscj@cs.com).

The Monmouth County Archives has received a \$20,000 grant from the NJ Historical Commission for the preservation of videotapes in the Monmouth Cablevision Collection of local news broadcasts.

Alan Delozier of Seton Hall University has joined Peter Wosh, Director of NYU's Archival program, on the NJ Catholic Historical Records Commission, which promotes Church documentation on a statewide basis.

Christine Jochem has been appointed Department Head, Local History

Dept., Morristown and Morris Township Library, which recently received a \$10,000 operating grant from the NJ Historical Commission.

#### Caucus Representative

Gary Saretzky can be reached at (908) 308-3772 or [saretzky@rci.rutgers.edu](mailto:saretzky@rci.rutgers.edu).

#### New York

Sharon Pullen, Suffolk County Archivist, now hosts the Long Island History Listserv, an open forum for discussing preservation, conservation, education and administration of historical sites and archival collections related to Long Island history. To join, send an email to LI-HistList-subscribe@topica.com.

The Hofstra University Archives now offers online exhibits at <http://www.hofstra.edu> (click Libraries, then University Archives). Featured individuals include Hofstra's own Tuskegee Airman Lt. Col. Charles Dryden, an African-American pilot in World War II, and Dr. Harold Yuker, a psychology professor and provost who, disabled himself, created a barrier-free campus before passage of the Americans with Disabilities Act. Also included is the PowerPoint presentation, "How to Use the Archives."

The Cornell University Archives has received a National Historic Publications and Records Commission (NHPRC) grant for an 18-month project focused on long-term requirements for electronic administrative records, specifically student record systems. Consultant Nancy McGovern interviewed University Archives, Registrar and Information Technologies staff, then compiled a report which includes approaches to preservation, technical and organization contexts of the systems, and areas for further

research and projects. To obtain a copy, visit <http://rmc.library.cornell.edu/online/studentRecords/>, or contact Peter Martine, Division of Rare and Manuscript Collections, 2B Kroch Library, Cornell University, Ithaca NY 14853, or [pm66@cornell.edu](mailto:pm66@cornell.edu).

The New York State Archives has published *Erie Canal: New York's Gift To The Nation*, which uses archival documents, historical essays and lessons from teachers to support the state's learning standards and complement history curricula nationwide. Julie C. Daniels, Coordinator of Educational Programs at the Archives, compiled the book, which was edited by Dr. F. Daniel Larkin, noted canal authority and Distinguished Professor at SUNY Oneonta, and Jean West, former NARA educator, and published by the Archives Partnership Trust, the Archives' not-for-profit partner, and Cobblestone Publishing Company, a national educational publisher. V. Chapman-Smith, State Archivist and Assistant Commissioner for Archives and Records, called it "the most ambitious educational project ever undertaken by the State Archives." Copies can be ordered from Cobblestone at 800-821-0115 or <http://www.cobblestonepub.com>.

Nearly one hundred photographs and other historical documents from the State Archives' holdings are featured in "The High Line: A City Divided, A City United," on display at the NY State Museum through Feb. 2002. The exhibit traces the construction of Elmira's railroad elevations from 1932-1937, and the project's unanticipated impact on the community.

#### Caucus Representative

Geof Huth can be reached at (518) 743-6803 or [ghuth@mail.nysed.gov](mailto:ghuth@mail.nysed.gov)

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## STATE AND LOCAL NEWS FROM PAGE 10

## Pennsylvania

The PA State Historical Records Advisory Board (SHRAB) and the PA Federation of Museums and Historical Organizations currently offers a series of workshops around the state. Funded by the PA Historical and Museum Commission and NHPRC, the workshops are part of SHRAB's Strategic Plan to preserve and enhance public access to the state's documentary heritage.

- "Archives 101: Building a Historical Records Program" is for staff and volunteers at historical societies, museums, public libraries and local government offices with little or no archival training. Instructor: Margaret Jerrido, Archivist and Head of the Urban Archives, Temple University.
- "Archival Arrangement and Description" uses David Carmichael's *Organizing Archival Records*, a PHMC publication, to teach basic skills. Instructors: Lynn Catanese, Hagley Museum and Library, and Paul DeMilio, Duquesne University Archives.
- "Archives in Cyberspace" focuses on delivering quality service via the internet through remote reference, online finding aids and effective presentation of information for remote users. Instructor: Lee Stout, University Archivist at PA State University.

Each one-day workshop will be offered at three different locations through September. For information, contact Diane Smith Wallace, PHMC, PA State Archives Building, 300 North Street, Harrisburg PA 17120-0090; or [dwallace@state.pa.us](mailto:dwallace@state.pa.us).

The State Records Center's recently completed 14,000 square foot annex can now accommodate 87,500 cubic feet of records due to new high density mobile shelving. The programmable electric Spacesaver system has specially designed 38' carriages, 64" wide back-to-back shelving and the capacity to store boxes 16-high. The Center's total capacity is now 269,000 cubic feet.

In January 2003, the State Museum and Archives Building will begin a major renovation. Public and administrative areas in the State Archives wing will be completely redesigned: reference rooms will double in size; new exhibit, orientation and media rooms, fire suppression system, and a vapor barrier for the Archives Tower will be installed; and an additional 12,000 square feet will be available for records storage. The expansion was made possible by the move of some Historical and Museum Commission staff and operations to the adjacent and newly opened Commonwealth Keystone Building.

## Caucus Representative

Jim Quigel can be reached at (814) 863-2505 or [jquigel@psulias.psu.edu](mailto:jquigel@psulias.psu.edu)

## Virginia

Hollins University in Roanoke recently acquired the papers of two noted alumni — VA poet Henry Taylor (MA 1966) and Shannon Ravenel, senior editor at Algonquin Books and previously at Houghton Mifflin (BA 1960) — as well as those of New England poet Brendan Galvin (Writer-in-Residence, Spring 1999). The Taylor and Ravenel papers have been processed; finding aids are available at the repository and will appear online at [http://www.hollins.edu/academics/library/services/spe\\_col.htm](http://www.hollins.edu/academics/library/services/spe_col.htm).

The Digital Library Project at the Library of Virginia has released the Virginia Historical Inventory (VHI) Digital Project, which was funded by the Andrew W. Mellon Foundation. Documenting 18th and 19th century buildings around the Commonwealth, the VHI was created during the Works Progress Administration's Virginia Writer's Project and contains detailed reports, photographs, and maps, which the Digital Project has made available online. Follow the links at <http://www.lva.lib.va.us>.

## Caucus Representative

Laura Drake can be reached at (804) 236-3713 or [ldrake@lva.lib.va.us](mailto:ldrake@lva.lib.va.us)

## West Virginia

## Caucus Representative

Ellen Hassig Ressmeyer can be reached at (304) 766-2083 or [eressmeyer@oscar.wvsc.edu](mailto:eressmeyer@oscar.wvsc.edu)

Thanks to Gary Saretzky for compiling the State & Local News.

Members: please continue to send MARAC news and items of interest to your State Caucus Representatives.



## Raise Your Head and Go Ahead: MARAC in Richmond, Oct. 25–27, 2001

Richmond was named by William Byrd II, who envisioned a grand city at the falls of the James River, on the divide between the Tidewater and the Piedmont. With the help of William Mayo, Byrd laid out the town in 1737. Officially established in 1742, achieving city-status one hundred years later, and serving as the Confederate capital during the Recent Unpleasantness Between the States, Richmond has been Virginia's capital since 1779. The river fostered commerce and trade, and the bustling city attracted legislators, merchants and citizens. Following this grand tradition, Richmond will host MARAC's Fall 2001 meeting this October.

The city on the James has long been a popular destination for travelers. "When a person arrives at Richmond," an 18th-century visitor observed, "his ears are continuously assailed with the prodigious noise and roaring of the falls, which almost stuns him and prevents him from sleeping at night." When the state constitutional convention convened in 1829, crowds flocked to Capitol Square to see delegates James Madison, John Marshall and James Monroe. One 19th-century observer commented on the ready availability of liquid refreshment: "lager has raised its head and gone ahead of all other beverages." Modern-day visitors marvel at Thomas Jefferson's capitol (completed in 1792), stroll along the restored canal walk, indulge in hot



THE LIBRARY OF VIRGINIA AND THE STATE RECORDS CENTER HIGHLIGHT RICHMOND'S HISTORICAL SENSE. COURTESY LIBRARY OF VIRGINIA.

Krispy Kreme doughnuts, and shop and dine in eclectic Shockoe Slip.

Under the banner "Old Bits, New Bytes: Archival Collections Past, Present, and Future," the Fall 2001 program will explore issues of traditional collections and electronic challenges. A number of sessions will focus on documenting communities and events — ethnic groups,

churches and anniversaries — at the local level and in larger contexts. Others will discuss the connections among archival constituencies, such as donors, volunteers and students, as well as the relationships between archivists and repositories. The conference hotel, the Richmond Omni, offers singles and doubles at \$99.

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## RICHMOND FROM PAGE 12

Thursday afternoon tours will showcase the city's many attractions. Explore Richmond's African-American museums, including the Maggie L. Walker National Historic Site, Black History Museum and Cultural Center, and L. Douglas Wilder Library at Virginia Union University. Join a walking tour of Capitol Square, the Capitol building and the Executive Mansion. Peek behind the scenes of the Library of Virginia's Ethington Conservation Lab, Photographic Services, Digital Library Project and Archives Description Services. See the Library's new State Records Center, opened in 1999 to house imaging operations, inactive state agency records and low-reference permanent records. "On your own" explore the Eleanor S. Brockenbrough Library at the Museum of the Confederacy, the Valentine Museum and the Special Collections and Archives of Virginia Commonwealth University's James Branch Cabell Library.

The plenary speaker will be Charles F. Bryan, director of the Virginia Historical Society and co-editor of *Eye of the Storm: A Civil War Odyssey Written by Private Robert Knox Sneden* (Free Press, 2000). In "Finding Private Sneden: Using a Collection to Advance Scholarship and Realize a Bonanza," Bryan will share the intriguing story of four scrapbooks of Civil War watercolors acquired by the Society, which have

become generators of revenue. The luncheon program will feature Leni Ashmore Sorenson, Sheryl Warner and the Southside Homewreckers in "Blues Women: A Performance in Story, Image, and Song." Spoken word, period pictures and live performance of tunes like "Wild Women Don't Have the Blues," chronicle African American life before World War II in the Jim Crow South.

Friday's reception, sponsored in part by the Library of Virginia Foundation, will be held in the atrium of the Library of Virginia. Founded in 1823 when the General Assembly provided public funds to create a reference library at the seat of government, the Library opened a new facility to the public in 1997, with 316,500 square feet of space for the Commonwealth's rich collections. Tours of the public service and special collections areas will be offered, along with exhibits on coal towns, block ink prints, Native Americans and bookmobiles. The Library's gift shop will be open with a discount for conference participants. Sheryl Warner and the Southside Homewreckers, a Richmond-based acoustic blues trio, will provide entertainment.

Mark your calendars for October and come to Richmond ready for the company of your colleagues, informative sessions and the city's many attractions.

— Jennifer Davis McDaid

## LOCAL ARRANGEMENTS:

Jodi Koste  
jlkoste@vcu.edu

Tom Crew  
tcrew@lva.lib.va.us

## PROGRAM COMMITTEE:

Linda Angle Miller  
lmiller@roanoke.edu

Cheryl Stadel-Bevans  
cheryl.stadel@nara.gov

## CONFERENCE INFORMATION:

<http://www.lib.umd.edu/MARAC/maraccon.htm>

Richmond Omni:  
<http://www.omnihotels.com>

Library of Virginia:  
<http://www.lva.lib.va.us>

Richmond:  
<http://www.richmond.com>



## Business Meeting Minutes — Spring 2001

*May 5, Philadelphia, PA*

The meeting was called to order at 8:35 am, and the Fall 2000 meeting minutes were approved.

The Chair reported that the Ad Hoc Committee on Contract Review had recommended, and the Steering Committee approved, a one-year renewal of the management contract with Kimball & Associates, with an Ad Hoc Committee to review all options discussed. The motion to accept this recommendation was made, seconded and approved.

The Chair next described the new MARAC Educational Endowment Fund, the result of an anonymous challenge grant and matching funds from Steering Committee members. He also discussed the Special Committee for Development, which will oversee and advise on the Fund. After remarks on the operation and uses for the Fund and the role of the Committee, the Chair announced that the Fund was open for donations from the membership.

The Chair concluded with a report on two MARAC letters. The first was sent to Chairman Istook in support for funding for NHPRC. From the floor, Fynette Eaton encouraged members to write to their congressmen concerning this issue. The second was the proposed letter in support of the Smithsonian's Conservation Analytical Lab.

The Vice Chair spoke on profits from the Cleveland meeting and current registration for the Philadelphia meeting. Margaret Jerrido thanked the Local Arrangement Committee (LAC); Diane Windham Shaw thanked the Program Committee.

Jodi Koste and Tom Crew, LAC chairs for the Fall 2002 meeting in

Richmond presented a slide show of Richmond (the Avenue of Second Place Trophies was particularly enticing – ed.) highlighting sessions, workshops, tours and specifics such as the \$60 registration and \$99 room rate.

Details of upcoming meetings were reported: Towson, MD, April 18–20, and Poughkeepsie, NY, October 24–26, 2002.

Members were encouraged to complete the Meetings Coordinating Committee membership survey to be included membership renewal form.

The motion was made to adopt the Steering Committee's recommendation that the fee for non-members continue at \$35 above member rate, with a YES/NO option to join. The motion was seconded and approved.

The Treasurer's report covered second quarter income and expenses; detailed MARAC's financial situation, including the transfer of \$10,000 from reserve to cover operating expenses; provided final financials from the Cleveland meeting; and updated the membership of the status of state sales tax exemptions.

Finding Aids Awards were presented.

The Frederic M. Miller Finding Aid Award/First Place for Collections Guides (\$100) to Ruth Hodge, PA State Archives, for "Guide to her African American Resources at the Pennsylvania State Archives."

Second Place for Collections Guides (\$75) to "Physics History Finding Aids," Niels Bohr Library, American Institute of Physics, Center for History of Physics, <http://webster.aip.org/history/ead/findingaids.html>.

First Place for Individual Finding Aids (\$100) to Cynthia K. Sauer, M.E. Grenander, Dept. of Special Collections and Archives, SUNY-

Albany, for "United University Pro-fessions Records," <http://library.albany.edu/speccoll/findaids/apap039.htm>.

Second Place for Individual Finding Aids (\$75) to Marcia Bassett, Museum of Modern Art, for "Guide to the Grace M. Mayer Papers."

Second Place for Individual Finding Aids (\$50) to Barbara Addison, Swarthmore College Peace Collection, for "The Papers of Devere Allen," <http://www.swarthmore.edu/library/peace/DG051099/DG053allen.htm/dg53frameindex.htm>.

The Arline Custer Memorial Award with a \$200 check was presented to Reed Massengill for his corporate history of the American Express Company *Becoming American Express: 150 Years of Reinvention and Customer Service*. Ira Galtman accepted. Honorable Mention, with two \$50 checks, was presented to Debra E. Bernhardt and Rachel Bernstein for *Ordinary People, Extraordinary Lives: A Pictorial History of Working People in New York City*. Gale Malmgreen accepted.

The Chair of the Nominations and Elections Committee announced new officers and committee chairs, who stood and were recognized by the membership. See p. 15 for a full listing.

Service Awards were presented to Stephen Dalina and Erika Gorder, LAC Co-chairs, and Paul Lasewicz and L. Rebecca Johnson Melvin, Program Committee Co-chairs for the New Brunswick meeting; to Dan Linke as LAC Chair and Philip Eppard as Program Committee Chair for the Cleveland meeting. Special awards were presented to our MAC colleagues

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BUSINESS MEETING FROM PAGE 14

Michael McCormick and Bruce Bruemmer for their work on the Cleveland meeting.

Two items of old business were discussed: MAC's NHPRC proposal for Professional Development workshops, which Jim Byers will pursue, and the request from Jim Cassedy for catchy URLs for the MARAC website.

Under new business, outgoing Chair Jim Byers thanked the membership for his positive experiences over the last two years.

Two resolutions were introduced.

Whereas (we ask)

How good was the meeting? Well, follow the clues:

The discarded wrappers of peanutty chews.

The luncheon discussion along with the plenary

Made up the stops on Jefferson's itinerary.

We fondly recalled our dear friend, Fred Miller

Through Scurlock's camera shutter

The tours showed off Philadelphia's pride

In both her artistic and historical sides.

The hospitality suite was less than a treat

Even with an anonymous wrestling meet.

Though the Committee was taken to task

For telling the membership, "Bring your own flask,"

Still, Local Arrangements rolled out the red carpet

And made us all welcome at 18th and Market.

And whereas,

The Program Committee gave us variety

Drawing us unto this Quaker society.

The experts informed us about conservation

The repairs to Old Glory and our Declaration.

From one revolution, we moved up the ladder

From historical artifacts to digital matter.

We shared the lives of other archivists,

Then looked at virtual exhibitionists.

The Program Committee gave us their best,

And now they can take a well-deserved rest.

The motion to adjourn was made, seconded and approved at 10:15 am.

## Election 2001 Results

### Chair

*Jeff Flannery*

Manuscript Division, Library of Congress  
202-707-5387; fax 202-707-7791  
jfla@loc.gov

### Vice Chair

*Margaret Jerriido*

Urban Archives, Temple University  
215-204-6639; fax 215-204-3681  
mj@astro.ocis.temple.edu

### Members-At-Large

*Lisa Mangiafico*

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*John LeGloahec*

Rockefeller Archive Center  
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legloaj@mail.rockefeller.edu

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NARA  
301-713-7110 ext. 271; fax 301-713-6852  
jennie.guilbaud@nara.gov

*Stephen M. Dalina*

Rutgers University  
732-932-7006; fax 732-932-7012  
dalina@rci.rutgers.edu

### Elections and Nominations

*Peter J. Wosh, Chair*

New York University  
212-998-860; fax 212-995-4017  
pw1@is.nyu.edu

Also elected to the Elections and Nominations Committee were  
*Ronald Becker and Gail R. Redmann.*

*Marisa Keller and Rebecca Ebert* will serve on the Arline Custer Committee.



## Fall 2001 Workshops in Richmond

Here's a sneak preview of the workshops planned for the Fall 2001 meeting in Richmond. Look for additional information in the conference mailing later this year, and a separate mailing from SAA.

### Preservation Basics: Caring For Your Archival Collections

This half-day workshop provides an overview of preservation issues emphasizing practical ways to stabilize fragile materials, store and handle collections, and undertake cost-effective preservation. Participants will review the causes of deterioration; explore best practices for holdings maintenance; learn methods for setting preservation priorities; compare tasks that can be safely accomplished in-house to those best left to professional conservators; and consider reformatting options, such as microfilm, photocopies and digital imaging. Handouts include a guide to key preservation publications, supply sources and Web resources. Instructors will be Yvonne Carigan and Sue Koutsky of the University of Maryland Libraries Preservation Department.

### Introduction To MARC For Archivists

If you've heard of MARC but have little experience using the format, this full-day workshop is for you. Basic terminology, national and local standards, access points and common subfields will be covered. Hands-on exercises will allow each participant to construct a complete MARC record by the end of the class. Participants must have an understanding of, and preferably a familiarity with, archival finding aids. The workshop will be taught by Dan Linke, Assistant Archivist, Seely G. Mudd Manuscript

Library, Princeton University.

### Getting To Playback: A Primer On Preserving Archival Sound And Image

How can we describe audio and video holdings when we aren't sure what we have, don't know how to care for it and lack the equipment to view or listen to it? In this half-day workshop, Steve Weiss, Sound and Image Librarian at the University of North Carolina at Chapel Hill, will guide you through a history of audio and video recordings, stopping along the way to scrutinize various formats, discuss how to care for them, and answer questions. Note: Film will not be covered in this session.

### Basic Records Management

In this half-day workshop, Joanne Smith and Frank English, both of the Records Management and Imaging Services Division of the Library of Virginia, will present the fundamentals of managing records. Discussion will include legal issues, retention and disposition schedules, surveys, appraisal, disposal and disaster planning, and specific formats and content such as electronic records, e-mail and vital records.

### SAA's Encoded Archival Description (EAD)

This workshop will provide the instruction and practice you need to bridge the digital divide with the SAA-endorsed standard for archival finding aids on the Web. You'll get an overview of Standard Generalized Markup Language (SGML) and Extensible Markup Language (XML); learn the structure of EAD; mark up a finding

aid using SoftQuad's Xmetal application; and explore style sheets and implementation strategies. Participants will also receive copies of the EAD Tag Library and EAD Application Guidelines, along with a \$100 coupon for Xmetal version 2.0. Instructors will be Kris Kiesling, Dept. of Manuscripts and Archives, Harry Ransom Humanities Research Center, University of Texas at Austin; and Michael Fox, Head of Processing, Div. of Library and Archives, Minnesota State Historical Society. Basic computer skills are required.

— Jay Gaidmore

## Instructors Needed

The Education Committee seeks instructors throughout the MARAC region to teach half-day (3 hours) and full-day (6 hours) workshops. Topics include arrangement and description, reference, grant writing, preservation, audio-visual materials and records management, among others. Instructors will receive honoraria and some expenses.

The Committee is developing a list of instructors to be used in scheduling workshops at conferences and at other times of the year through state caucuses.

To find out more, volunteer or suggest instructors, please contact Tom Connors, National Public Broadcasting Archives, Hornbake Library, University of Maryland, College Park, MD 20742; 301-405-9255; tc65@umail.umd.edu.



## Publications Committee wants YOU!

*Two exciting opportunities in the thrilling world of MARAC Publications await eager contributors.*

### Authors for MARAC's Technical Leaflets Series

Technical Leaflets (TLs) provide brief, practical information about selected archival topics not covered by SAA or other publications, particularly suitable for beginners in the profession and small repositories. Current titles include Appraisal of Social Welfare Case Files; Computing the Total Cost of Archival Processing; Planning for Archival Programs: An Introduction; Processing Congressional Collections; Developing Archival Exhibitions; Involving Volunteers in Archives; Identifying and Handling Classified Material; Archival Sampling: A Method of Appraisal; Photographic Preservation: Basic Methods of Safeguarding Your Collection; and Record Keeping Practices of Scientists.

Technical leaflets should be 3,000 to 5,000 words, or 20 to 30 double-spaced pages, with additional appendices or bibliography strongly encouraged. Text may be submitted

in hard copy or electronic form (on disc or via email). The editor circulates manuscripts for comment to at least three reviewers; comments that substantially affect the text will be returned to the author for discussion. Authors will receive galley proofs for approval prior to printing.

To submit a manuscript or find out more, contact Frank H. Serene, NARA, Room 2800, 8601 Adelphi Road, College Park, MD 20740-6001. 301-713-6655 ext. 236; fax: 301-415-0348; or [frank.serene@nara.gov](mailto:frank.serene@nara.gov).

To order single or bulk copies, contact Linda Angle Miller, Roanoke College, 220 High Street, Salem, VA 24153. 540-375-2490; fax 540-375-2083; or [lmiller@roanoke.edu](mailto:lmiller@roanoke.edu).

### Advertising Editor for the Mid-Atlantic Archivist

Published quarterly, the MAA serves as MARAC's primary information conduit to the membership. The Advertising Editor will work closely with a variety of MARAC committees — Publications, Finance, Local Arrangements, and the new Development Committee

— to coordinate ad copy and invoices, identify potential advertisers, maintain existing vendor relationships, and develop new strategies for MARAC advertising including web links, conference vendors, potential sponsors and others. This volunteer position provides a unique view of MARAC and the chance to make a real difference. The only requirements are enthusiasm and attention to detail; the rewards, however, are boundless.

To express your interest, contact Publications Committee Chair Tom Frusciano, 732-932-7006 or [frusciano@rci.rutgers.edu](mailto:frusciano@rci.rutgers.edu), or Editor Susan Aprill, ESI, 641 6th Ave., New York, NY 10011; 212-989-3993 ext. 237; fax 212-690-0290; [saprill@esinter.com](mailto:saprill@esinter.com).

## Towson 2002 — Beyond Baltimore

To introduce our theme "Beyond the Basics," Local Arrangements for the Spring 2002 meeting (April 18–20) would like to introduce members to the hidden charms of Towson, MD.

A mere 20 minutes from Baltimore's Inner Harbor by car, Towson offers the delights of fine dining, shopping, hiking and historical sites. Tours of African-American Towson, colonial Hampton Mansion and the Ladew Topiary Garden, along with ever-

popular Baltimore sites, are in the works. With a low room rate of \$119 per night, the lovely Sheraton Baltimore North puts attendees right in the center of things and a short walk from the shopping districts of Towson Town Center and Towson Circle.

While planning for Fall 2001 in Richmond, take a moment to look ahead to Towson and beyond next spring!

— Rebecca Fitzgerald & Jennie Levine

Step off the beaten path and discover little-known wonders just outside "Charm City." See the following websites to whet your appetite!

<http://www.towsontowncenter.com>

<http://www.towson.edu/tu/misc/attractions.html>

<http://www.bcplonline.org/lw>

<http://www.charm.net/~hti>

[http://www.mtmaryland.com/bus/New\\_Schedules/line08/line8.htm](http://www.mtmaryland.com/bus/New_Schedules/line08/line8.htm)

<http://www.bcht.org>



## Preservation News

### Upcoming Events

Aug. 27–Sep. 2.

*Society of American Archivists  
Annual Meeting.*

Washington Hilton and Towers,  
Washington, DC.

SAA: 312-922-0140 or

<http://www.archivists.org>.

Oct. 4.

*"Care of Oversize Paper Artifacts"*  
Workshop.

The Campbell Center, Mount  
Carroll, IL.

Northeast Document

Conservation Center (NEDCC):

978-470-1010.

Oct. 23–25.

*"From Negative to Positive"*  
Workshop series.

Day 1: Planning Your Digital  
Image Project

Day 2: Identification and Care of  
Photographic Negatives

Day 3: Identification and Care of  
Photographic Prints.

Philadelphia, PA

Conservation Center for Art and  
Historic Artifacts (CCAHA):

215-545-0613.

Financial assistance is available  
for the entire series.

Dec. 3–5

*"School for Scanning: Creating,  
Managing, and Preserving Digital  
Assets,"* The Crest Theatre, Delray  
Beach, FL.

NEDCC: 978-470-1010.

### Publications

"Disaster Recovery: Salvaging Art  
on Paper," a new CCAHA technical  
bulletin, focuses on procedures for  
dealing with water damage with a  
brief section on fire-related damage.  
Topics include disaster preparedness;  
salvage priorities; a comparison of  
recovery options, including air-

drying and vacuum freeze-drying; steps  
in disaster recovery; and additional  
resources and references for informa-  
tion and advice. CCAHA: <http://www.ccaha.org> or 215-545-0613.

Also available from CCAHA, the  
"2001 Philadelphia Area Emergency  
Response Resources List" helps insti-  
tutions develop contact lists of  
conservators, vendors and service  
providers (local and national), and  
select on-site supplies and equipment.

"Don't Fold Up: Responding to  
Nicholson Baker's Double Fold," by  
Richard J. Cox and published by  
SAA is available at <http://www.archivists.org/news/doublefold.html>.  
Additional reviews and articles about  
*Double Fold*, along with responses  
from the library community have  
been compiled by the Association of  
Research Libraries at <http://www.arl.org/preserv/baker.html>.

*The Evidence in Hand: The Report of  
the Task Force on the Artifact in  
Library Collections*, drafted by a task  
force of scholars, librarians and  
archivists is now available through  
the Council on Library and  
Information Resources (CLIR) at  
[http://www.clir.org/activities/details/  
artifact-docs.html](http://www.clir.org/activities/details/artifact-docs.html).

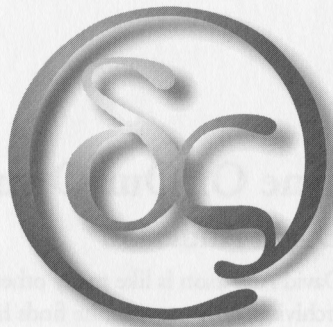
Also new from CLIR, *Folk Heritage  
Collections in Crisis* presents articles  
drawn from a Dec. 2000 meeting of  
folklorists, sound engineers, preserva-  
tion experts, lawyers, librarians and  
archivists. Included are three keynote  
presentations (Virginia Danielson,  
Harvard University; Elizabeth Cohen,  
Cohen Acoustical, Inc.; and Anthony  
Seeger, UCLA), 27 recommendations  
for long term access, preservation, and  
rights management, and responses to  
presentations and summarized discus-  
sion. See [http://www.clir.org/pubs/  
abstract/pub96abst.htm](http://www.clir.org/pubs/abstract/pub96abst.htm).

## Probate Records Preserved

The Chester County (PA) Historical  
Society and the Chester County  
Archives are pleased to announce  
completion of a project to microfilm  
the County's wills and administra-  
tion records, 1714–1830. The  
probate records comprise the  
archives' most heavily used collec-  
tion, accessed by more than 2300  
scholars, local historians and geneal-  
ogists each year. Funded by the PA  
Historical and Museum

Commission, the project included  
the creation of digital images from  
the microfilm. An electronic name  
index linked to the images will soon  
be available. For more information  
on the Society, call 610-692-4066  
ext. 220; to reach the Archives, call  
610-344-6761.





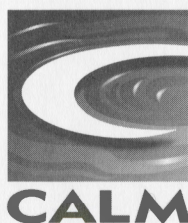
**DS is coming to the New York area to demonstrate  
CALM — the hottest archive system in the UK!**

**CALM** is the first choice system for archivists the length and breadth of the UK — David Jones at the Shropshire Record Office reckons “it is the system that archivists have been waiting 30 years for”.

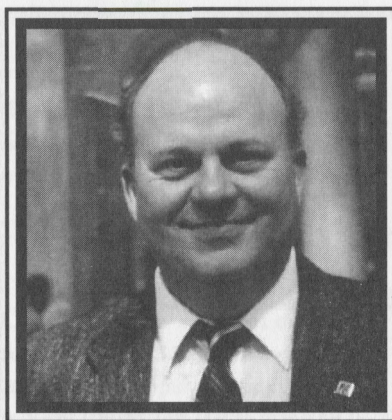
**CALM** customers include scores of regional Record Offices responsible for the management of important historical collections, as well as academic archives like Corpus Christi College and Merton College at Oxford University, and corporate archives like News International, Channel 4 Television, Unilever and the Bank of Scotland, not to mention the Shakespeare Birthplace Trust and the Parliamentary Archives at the House of Lords.

We'll be at the Sheraton Edison Hotel in Edison, New Jersey, on Thursday, September 27, 2001 so keep a close eye on your mail for further details of how to book your place at this free seminar.

For more information about the event, please contact Jane Ward at 978-459-2129 or e-mail her at [jward12@mediaone.net](mailto:jward12@mediaone.net) and check our website at [www.ds.co.uk](http://www.ds.co.uk) and follow the **CALM** links.





**Name:**

G. David Anderson

**Position:**

University Archivist and  
Co-Curator of the History of  
George Washington Center,  
The George Washington University

**Place of birth:**

Vidalia, GA

**Undergraduate degree:**

Urban History,  
Georgia College

**Graduate degrees:**

MA in History, Georgia College;  
MSLS, Florida State

**Year joined MARAC:**

1985

Editor of MAA, 1991–1995

## One Of Our Own

### David Anderson

David Anderson is like many other archivists, only more so: he finds himself pulled in many directions, having to do many different jobs. "A university archivist very often can take on a role much larger than that of university archivist," says David, who has held that position at George Washington University (GWU) since 1987. And the longer he is in the position, the more jobs he seems to take on.

As university archivist, David naturally oversees the university's records. He also does a lot of reference, serves on many committees, works with alumni, speaks to various groups, team-teaches a course on primary document research, works with sports teams, helps with special events, and puts together a budget. Institutional development also takes up significant portion of his time. David knows the history of the institution and talks about it and the archives when he can. "Sometimes when asked what I do, I say I schmooze," he says.

David also serves as curator for the GWU museum and other artifact collections. An unusual "item" in his charge is a GWU dorm room, formerly

a hotel, from which the lookouts for the burglars who broke into Democratic Party headquarters watched their colleagues' progress in the Watergate apartment complex. The room now contains items associated with the ensuing scandal.

Writing about history is a part of David's job that he especially enjoys. "I am not a great writer," he asserts, "but I like to write." Among his works are pieces on University history, including the school of medicine, sports teams and a history of music at GWU. He also contributes regularly to *George Washington Magazine*. Maintaining the GWU website adds even more to David's job. Gelman Library and the Archives have merged their websites, and the new configuration has proven so useful that David views it as if it were another staff member.

The many demands on his time have not diminished David's sense of humor. The Archives' lofty location on the 7th floor of the Melvin Gelman Library inspired David to note, "I've gone as high as I can go in Gelman Library." And he is often seen sporting a button that reads, "We Serve Academia Nuts." Undoubtedly, it could serve as a motto for all university archivists.



## 2002 Finding Aids Awards

Submissions are now being accepted for the 2002 MARAC Finding Aids Awards, which recognize outstanding achievement in the preparation of finding aids, traditional and electronic, by institutions in the MARAC region. The top award, known as the Frederic M. Miller Finding Aids Award, recognizes the life and work of Dr. Miller. Monetary awards will be presented at the 2002 Spring meeting.

Finding aids made available to the public in the calendar year 2001 by institutions in the MARAC region are eligible. Submission deadline is March 12, 2002.

More information on the Finding Aids Award Committee's selection process can be found on the MARAC web page: <http://www.lib.umd.edu/MARAC/maracawd.htm#Finding>.

Please send the URL or two copies of a printed finding aid to Brian Keough, Curator of Manuscript Collections, M.E. Grenander Department of Special Collections and Archives, SUNY Albany, New Library -Room 355, Albany NY 12222; 518-437-3934; fax 518-437-3930; or [bkeough@albany.edu](mailto:bkeough@albany.edu).

## Pennsylvania Humanities Council Offers Large Grants

The Pennsylvania Humanities Council (PHC) would like to invite archives with public humanities programs to take advantage of PHC's Humanities Grant program and apply for a Large Grant or Visiting Scholar Grant this fall for programming next spring.

The deadline for both grants is October 1, 200. Regular grants of up to \$10,000 and \$16,000

maximum gift-and-matching grants are available.

Large Grant projects include exhibits, lecture series, panel discussions, book or film discussion programs and teacher-in-service workshops. Visiting Scholar Grants enable non-profits to work intensively with a humanities expert, whom the PHC can assist in locating) in joint planning projects. Because

applicants must receive grant counseling before submitting a proposal, PHC encourages grant-seekers to begin the application process as soon as possible.

For information, call 800-462-0442 (in PA only) or 215-925-1005, or write [phc@pahumanities.org](mailto:phc@pahumanities.org). Guidelines and application forms can be downloaded from <http://www.pahumanities.org>.





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The *Mid-Atlantic Archivist (MAA)* is the quarterly newsletter of the Mid-Atlantic Regional Archives Conference (MARAC). MARAC membership includes interested individuals who live and work in Delaware, the District of Columbia, New Jersey, New York, Maryland, Pennsylvania, Virginia, and West Virginia. MARAC seeks to promote the professional welfare of its members; to effect cooperation among individuals concerned with the documentation of the human experience; to enhance the exchange of information among colleagues working in the immediate regional area; to improve the professional competence of archivists, curators of textual, audio-visual and related special research collections, and records managers; and to encourage professional involvement of those actively engaged in the acquisition, preservation, bibliographic control and use of all types of historical research materials.

Individual annual membership dues are \$35. The dues year runs from October 1 through September 30. Membership is not open to institutions, but institutions may purchase subscriptions to *MAA* at \$35 per year.

Membership applications should be addressed to: MARAC, 6707 Old Dominion Drive, Suite 315, McLean, VA 22101-4503; phone: (703) 556-4905; fax: (703) 556-9301; [cpayson@kimbal.com](mailto:cpayson@kimbal.com).

Material for publication should be sent to Susan Aprill, Archivist & Information Manager, Edwin Schlossberg Incorporated, 641 6th Avenue, 5th Floor, New York, NY 10011, phone: (212) 989-3993 x237; fax: (212) 691-0290; [saprill@esinter.com](mailto:saprill@esinter.com).

**Deadlines are the first of March, June, September and December.**

Advertising rate and requirements may be obtained from the Editor.